



**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)  
MINUTES FOR JUNE 12, 2024**

**DIRECTORS**

**DAVID VIGUIE**

**SPENCER BEI**

**ERIC SCHENE**

**DANIEL JONES**

**ALEXIS HARVEY**

**ASSOCIATE DIRECTOR**

**JIM CAMPBELL**

**DIXON RCD STAFF**

**KELLY HUFF, DISTRICT MANAGER**

**JOANNA YAC, OFFICE MANAGER**

**MARTHA MCKEEN, PROGRAM COORDINATOR**

**OTHER ATTENDEES**

**TERI KNIGHT, NRCS**

**DAVID ELDRIDGE, LANDOWNER**

**CHOPE GILL, LANDOWNER**

## **MEETING MINUTES**

**PATRICK HO, MBK ENGINEERS**

**DOUGE MOORE, WEST YOST ASSOCIATES (VIRTUAL)**

**ALEX RABIDOUX, SCWA**

**GUSTAVO CRUZ, SCWA**

**JUSTIN NOUTARY, RD2068**

**CHRIS ROSE, SOLANO RCD**

### **1. Call the Meeting to Order**

Director Viguie called the June 12, 2024, Board meeting to order at 12:00 p.m. at 1170 North Lincoln Street, Dixon, CA for DRCD staff and Board Members.

Roll call was taken:

Present: Viguie, Bei, Jones, Harvey, Schene

Absent: None

### **2. Establish a Quorum**

A quorum was established.

### **3. Approve the Agenda**

Ms. Huff mentioned there will be some agenda item order changes. We will have item 7 (NRCS update) go first, followed by item 4 (presentation) then back to item 5 (public comments) and continue with the regular order.

A motion was made by Director Schene, seconded by Director Jones, to approve the agenda with the changes. The motion passed as follows:

Yeas: Viguie, Bei, Jones, Harvey, Schene

Nays: None

Abstain: None

Absent: None

## **MEETING MINUTES**

### **4. Presentations –**

a. Upper Tremont 3 Landowner Concept for Drainage – Chope Gill  
Landowner Chope Gill wanted to bring this preliminary idea to the board to just get it on their radar. His thoughts are to do development on the North side of the freeway at Currey Road and which could provide the opportunity for a creative solutions to some of the drainage issues in Tremont 3. The concept would be to take 75% of the water from the “Southern Upper Tremont 3 Watershed” (around 2700 acres) west via pipe down to the Vaughn drain. The proposed project would require either use of SCWA or SID facilities or annexation from the city for this project to be able to work. There is still a lot of work and development to happen for this project to move forward. Mr. Gill wanted to inform the DRCD board of his idea and ask for their support as the project continues.

Director Viguie stated that the details will be important as this concept moves forward. The board members expressed appreciation for the information and Mr. Gill’s time and they liked the creative ideas for a solution in the Upper Tremont 3 Watershed.

### **5. Comments from the Public - None**

### **6. DRCD Consent Calendar**

- a. Approval of Minutes from the Board Meeting dated **May 15, 2024**
- b. Approval of Minutes from the Financial Committee Meeting dated **May 31, 2024**
- c. DRCD- Approval of Expenses from **May 16, 2024, to June 12, 2024**, and review of the 2023-2024 budget
- d. Office Management - Approval of Expenses from **May 1 to May 31, 2024**, and review of the 2023 / 2024 Budget
- e. Dixon/Solano RCD Water Quality Coalition – **None**

A motion was made by Director Bei, seconded by Director Harvey, to approve the Consent Calendar items 6a-6e. The motion passed as follows:

Yeas: Viguie, Bei, Jones, Harvey, Schene  
Nays: None  
Abstain: None

## **MEETING MINUTES**

Absent: None

### **7. Natural Resources Conservation Service (NRCS) Report –**

Ms. Teri Knight mentioned they are in the 1<sup>st</sup> selection of their \$500,000 obligated contracts which are pasture, rangeland, irrigation, and livestock. There is more money to possibly come as well, so there is preparation for that, although other offices have much higher volumes. The Vacaville office went through their 1<sup>st</sup> state level review which went really great! Ms. Knight also brought a climate handout for the board and guests and mentioned that NRCS is going to participate in the 1<sup>st</sup> Spanish grower meeting that is going to be hosted at the DRCD office on June 18<sup>th</sup>. Lastly, she explained opinions on a local work group meeting possibly being held at the DRCD office right before the July 10<sup>th</sup> board meeting at 11 a.m. which the DRCD board agreed would be okay. More information to be followed once details are to be figured out.

### **8. Old Business – None**

### **9. New Business-**

- a. Regional Drainage Update - Receive Staff/SCWA/MBK Update, Provide Direction (**ACTION**)

Ms. Huff explained that West Yost Associates released the Tech memo for Task 4 for the Phase III Dixon Watershed Management Plan Update at the beginning of May and she is continuing to review in addition to the Dixon 257 NEQ Draft EIR comments being due 07/09/2024. She explained that Task 4 includes some new directions for some of the water to be directed (Dixon 257 Pond and down Fitzgerald Drive to Pond B), but that Dixon RCD's primary concerns of increasing and channelizing the water across 80 remain.

Gustavo Cruz and Alex Rabidoux from Solano County Water Agency gave a presentation on the current Task 4 findings to give clarification on the impacts of the project in question. The presentation described 3 different flow pattern/drainage paths scenarios with the purpose of the City not making things worse and no new negative impacts. The board still does not have the confidence to move forward with Task 1-4, with the question still being what is happening with the pass-through water. Why/how is that included in the model and why can't it be explained how they are concluding that there would not be impacts?

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Doug Moore from West Yost also wanted to mention that there are more tasks/findings to come.

It was left that the District is still not confident in the project yet and is having Patrick Ho, MBK Engineers review the model in hopes to get some clarification on the overland flow routing. In the meantime, comments on the EIR for the Dixon 257 project will be submitted by the due date.

A motion was made by Director Schene, seconded by Director Jones, to approve the input given on the staff report and comments/questions to include in DRCD comment letters and in feedback to SCWA / City at the JPA meeting. The motion passed as follows:

Yeas:       Viguie, Bei, Jones, Harvey, Schene

Nays:       None

Abstain:   None

Absent:     None

**b. Discussion and Provide Direction to Staff Regarding Option for Special Legal Counsel Services (ACTION)**

Ms. Huff mentioned she has been looking for people and organizations that have had similar experiences to DRCD's current drainage challenges. Patrick Ho, MBK recommended speaking with Andrea Clark from Downey Brand. Downey Brand works with a lot of small water related special districts and after an initial meeting between Ms. Huff and Adrea Clark it was apparent that her experience would be helpful in providing additional legal counsel to the District during this time.

Our current legal counsel, Ann Siprelle confirmed this would be a good idea. Since Downey Brand also represents RD2068, Maine Prairie Water District, and SCWA, Adrea was going to confirm with agencies that they have no issues with this.

The board agreed it would be helpful for the District to have Andrea's help and would like to move forward with the agreement.

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A motion was made by Director Viguie, seconded by Director Schene, to approve the engagement agreement from Downey Brand. The motion passed as follows:

Yeas: Viguie, Bei, Jones, Harvey, Schene  
Nays: None  
Abstain: None  
Absent: None

- c. Review Draft Joint Budget for Office Management for FY 2024-2025, consider Financial Committee recommendation for approval (**ACTION**)

It was mentioned that the financial committee reviewed and recommended the approval of the 2024-2025 Office Management Budget. Ms. Huff reported that there could be the need for budget adjustments as we move forward with the office moves and changes to desk spaces. The board also agreed with that and went forward with the approval.

A motion was made by Director Bei, seconded by Director Harvey, to approve the 2024-2025 Office Management Budget. The motion passed as follows:

Yeas: Viguie, Bei, Jones, Harvey, Schene  
Nays: None  
Abstain: None  
Absent: None

- d. Review Draft Budget & Schedule of Rates for Dixon RCD for FY 2024 – 2025, Review, provide input and consider Financial Committee recommendation for approval (**ACTION**)

Ms. Huff explained that the proposed 2024-2025 budget has an overall negative net position of \$32,395.08 before any assets are purchased

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which would come out of the reserves. The board had no issues and agreed to approve the budget.

The board was given an option for a modification to the proposed budget, which would impact the 06/30/2025 Reserve Account Allocations. These options are based on adding to the budget the purchase of two flow monitoring stations at Tremont 3.

Option 1 (without addition of monitoring) Asset Reserves Balance equals \$402,105 and Option 2 (with monitoring) Asset Reserves Balance equals \$322,105. The board agreed to go with Option 2 as the flow monitoring stations information would be beneficial in the Tremont 3 area.

A motion was made by Director Viguie, seconded by Director Bei, to approve Dixon RCD 2024-2025 Budget, with the addition of two flow monitoring stations, with the staff billable rates and schedule of rates. The motion passed as follows:

Yeas: Viguie, Bei, Jones, Harvey, Schene

Nays: None

Abstain: None

Absent: None

- e. Review and consider approving the recommendations of the 2x2 Committee for the Dixon/Solano RCD Water Quality Coalition projected year end budget for 2023/2024, preliminary budget for 2024/2025, annual per/irrigated acre fee (**ACTION**)

Not much discussion was had other than Ms. McKeen explaining items 9e 1-3 were reviewed at the Advisory Committee and the Dixon/Solano RCD 2x2 Committee meeting on May 23, 2024. The 2x2 recommendations for item 9e 1-3 are below and were approved by the board.

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Approve the 2x2 recommendation to adopt the Dixon/Solano RCD Water Quality Coalition projected budget for 2023/2024 or propose changes to the budget.

Update: See the revised 2023/2024 DSRCDWQC projected budget. An additional \$32,321 enrollment income from new/re enrolled acreage brings the ending fund balance to \$234,726.

1. A motion was made by Director Viguie, seconded by Director Bei, to approve the projected 2023/2024 projected year end budget. The motion passed as follows:

Yeas: Viguie, Bei, Jones, Harvey, Schene

Nays: None

Abstain: None

Absent: None

Approve the 2x2 recommendation to adopt the Dixon/Solano RCD Water Quality Coalition preliminary budget for 2024/2025 or propose changes to the budget.

Update: See the revised 2024/2025 DSRCDWQC preliminary budget. With the new beginning fund balance of \$234,726, this increases the ending fund balance to \$132,880, keeping the proposed \$100,000 minimum fund balance reserve with an ending fund balance minus minimum fund balance reserve of \$32,880.

2. A motion was made by Director Viguie, seconded by Director Schene, to approve the 2024/2025 preliminary budget. The motion passed as follows:

Yeas: Viguie, Bei, Jones, Harvey, Schene

Nays: None

Abstain: None

Absent: None



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Approve the 2x2 recommendations for the following items or propose different options:

- i. The \$3.75 per/irrigated acre fee should remain the same for FY 24/25.
- ii. Do not adopt an Admin fee at this time.
- iii. Share the proposed per acre fee increase and admin fee as an informational agenda item to both the Dixon and Solano RCD Board of Directors for discussion of the possibility of adopting the changes next fiscal year.
- iv. Raise the reserves for the Water Quality Coalition budget to \$100,000 by assigning \$50,000 additional funds to the minimum fund balance reserve.

3. A motion was made by Director Viguie, seconded by Director Jones, to approve items i-iv. The motion passed as follows:

Yeas:	Viguie, Bei, Jones, Harvey, Schene
Nays:	None
Abstain:	None
Absent:	None

f. Consider August and September Board Meeting Schedule (**ACTION**)

Ms. Huff explained that based on the return from her vacation and if we are not meeting in September like previous years, it may be beneficial to push the regularly scheduled meeting in August from August 14<sup>th</sup> to the 21<sup>st</sup>. This would allow additional time for agenda items to be incorporated and reduce the time between August and October meetings. In addition, the board could consider canceling September's meeting like we have been doing in years prior.

The board agreed to move the August meeting to the 3<sup>rd</sup> Wednesday of the month (21<sup>st</sup>) and cancel the September meeting.

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A motion was made by Director Viguie, seconded by Director Bei, to approve the change of the August Board Meeting date to Wednesday, August 21<sup>st</sup> at Noon and to cancel September's Board Meeting. The motion passed as follows:

Yeas: Viguie, Bei, Jones, Harvey, Schene

Nays: None

Abstain: None

Absent: None

### **10. DRCD Staff Reports:**

a. **District Manager's Report-** Ms. Huff quickly mentioned that the maintenance RFP went out on May 31<sup>st</sup> and is open until June 21<sup>st</sup>. The Ditch Committee will review proposals and make recommendations for selection at the July 10<sup>th</sup> board meeting. See District Manager's Report for more details.

b. **Water Quality Coalition Update-** Ms. McKeen explained that she participated on her 1<sup>st</sup> Regional Board site inspections for the Coalition. She mentioned that all the paperwork was completed beforehand and that the site visit went well. Ms. McKeen was asked where the visit was to which she responded, a small 18-acre farm in Vacaville. There was no well and no nitrogen applications. The tour went smoothly, the reporting was looked at and there was no road erosion. Other site visits are still to be determined. See Program Coordinator's Report for more details.

### **11. Director's Report –None**

### **12. Communications – None**

### **13. Upcoming Events –None**

### **14. Announcements –**

**A Reminder that the next board meeting will be Wednesday, July 10, 2024 at 12:00pm.**

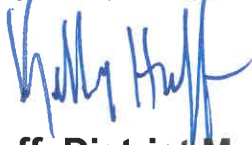
## **MEETING MINUTES**

### **15. Adjourn Meeting**

A motion was made by Director Bei, seconded by Director Schene, to close the meeting. The motion passed as follows:

Yeas:       Viguie, Bei, Jones, Harvey, Schene  
Nays:       None  
Abstain:   None  
Absent:     None

**The Dixon RCD Board meeting adjourned at the hour of 2:01 p.m.**



**Kelly Huff, District Manager  
Dixon Resource Conservation District**